

# Recycling Requirements Worksheet

## Non-Residential Properties

**Step 1:** **ALL NON-RESIDENTIAL PROPERTIES** are required to provide a recycling system to separate the establishment's cardboard and mixed paper from trash for recycling (including but not limited to corrugated cardboard, magazines, newspaper, office paper, and miscellaneous paper products).

### Step 2: Determine If Your Property Meets the Recycling Threshold

- Does my property have an annual total waste stream of 100 tons or more?

☒ YES

☐ NO

- Does my property have an average occupancy of 200 persons or more?

☒ YES

☐ NO

**\*\*Use our Waste Stream Estimator below to estimate your annual average trash tonnage.**

BUILDING USE	FLOOR AREA	ANNUAL WASTE GENERATION RATE	SUB TOTAL (lbs)	CONVERT to TONS	ANNUAL TONNAGE
Office	_____ (ft <sup>2</sup> )	x 2.6 (lbs/ft <sup>2</sup> )	= _____	÷ 2,000	= _____
Industrial	_____ (ft <sup>2</sup> )	x 3.2 (lbs/ft <sup>2</sup> )	= _____	÷ 2,000	= _____
Food/Retail	_____ (ft <sup>2</sup> )	x 11.4 (lbs/ft <sup>2</sup> )	= _____	÷ 2,000	= _____
Public Facility	_____ (ft <sup>2</sup> )	x 2.1 (lbs/ft <sup>2</sup> )	= _____	÷ 2,000	= _____
School/Institution	_____ (ft <sup>2</sup> )	x 2.1 (lbs/ ft <sup>2</sup> )	= _____	÷ 2,000	= _____
Warehouse	_____ (ft <sup>2</sup> )	x 3.1 (lbs/ft <sup>2</sup> )	= _____	÷ 2,000	= _____

### Step 3: Identify Your Property's Recycling Requirements

**If you answered "NO" to BOTH of the above questions:**

- Effective July 2007: You are required to recycle mixed paper and cardboard.
- Effective July 2007: You are required to have and maintain a Municipal Solid Waste Management and Recycling Plan (use the Word document included in the enclosed CD for easy compliance with this requirement) for use by employees, occupants and vendors. This plan must be made available to the Director of the Division of Solid Waste Collection and Recycling within 30 days of receiving a written request from the agency.

**If you answered "YES" to ONE or BOTH of the above questions:**

- Effective July 2007: You are required to recycle mixed paper and cardboard. You are also required to determine and recycle your Principal Recyclable Material (PRM). See the enclosed sheet entitled *Three "I's" to Recycling* for assistance.
- Effective July 2007: You are required to have and maintain a Municipal Solid Waste Management and Recycling Plan (use the Word document included in the enclosed CD for easy compliance with this requirement) for use by employees, occupants and vendors. This plan must be made available to the Director of the Division of Solid Waste Collection and Recycling within 30 days of receiving a written request from the agency.
- You are also required to submit the Annual Locality Recycling Rate Report distributed by the Division of Solid Waste Collection and Recycling each year in January and due back to the Division by March 1. For more information on this report, please contact the Solid Waste Management Program at 703-324-5230, TTY 711.